

# Kimberly Middle School

525 Center St. W.      Kimberly, ID 83341      Telephone: 423-4170 ext 3207

**Pat Weber – Counselor    Letha Blick - Principal    Valoy Rands - Secretary**

Mascot – Bulldog

School Colors: Red, White, Black

## **Mission**

Educating students for the needs and challenges of today and tomorrow focusing on high academic achievement and strong character.

## **Motto**

“Mutual Respect, Mutual Responsibility”

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## Attention Students!

In order for you to be successful at Kimberly Middle School, you will need to do three (3) things:

- 1) Show Up
- 2) Hand in quality work on time
- 3) Treat yourself and others with respect

Don't make life more difficult than it seems!

## **ACADEMIC EXCELLENCE**

The first year a student earns ALL A's in all subject areas at the end of every grading period, he/she will receive a bronze medallion; second year, a silver medallion; and third year, a gold medallion.

## **ACADEMIC HONESTY POLICY**

Academic honesty and personal integrity are fundamental components of a student's educational experience. It is necessary to devise a written policy on academic honesty that is fair and involves a procedure that can be clearly understood and followed in the interest of justice and due process.

**Definition of Academic Dishonesty (Cheating):** Presenting, as your own work, material that is not a true or valid representation of your own ideas or helping others to do the same.

### **Some forms of dishonesty are:**

- collaborating on an assignment (without teacher permission)
- using written material on a test without the teacher permission
- copying another person's work/homework
- copying from a published work
- knowingly allowing others to copy your work

### **Determination of Academic Dishonesty:**

Any staff member who has reason to suspect that a student has participated in academic dishonesty will follow the steps outlined below:

- meet with the student(s) involved, provide evidence of suspected academic dishonesty, discuss the matter and determine whether it has actually occurred
- if there is sufficient evidence of academic dishonesty, student/s and teacher will meet with the principal. The goal of this meeting will be to discuss strategies to help the student make better academic choices in the future.

### **Consequences of Academic Dishonesty:**

First offense: Parent contact; redo the assignment for half credit; and after-school detention.

Additional Offenses: Parent contact; redo the assignment for half credit; and referral to the principal for more serious disciplinary action.

## **ACCIDENTS**

All student accidents must be reported immediately to the office. The office will contact a parent/guardian for serious accidents. In cases of severe injury, school personnel may take the student to a medical facility or call 911 for emergency assistance. An accident report will be completed and kept on file.

## **AGENDA BOOK**

The agenda book is required to be in the student's possession at all times at school except during lunch. Students are given an opportunity in every class to fill in their homework assignment and any other information directed by the teacher. Parents are strongly encouraged to review the agenda with their child on a daily basis. The student's hall pass is located at the back of the agenda. Lost or destroyed agendas MUST be replaced by the student at a cost of \$5.

## **ATHLETICS**

To be academically eligible for athletics, a student must maintain a 2.0 GPA and have no more than two "F's" in any class at the end of the grading period prior to the beginning of the sport. Students not meeting these grade requirements will be placed on academic probationary periods of two weeks at which time the academic contract

will be reviewed. Incoming 6<sup>th</sup> graders are exempt from this rule. To participate in athletic programs, a student must have a current physical on file signed by a licensed physician. All physicals are good for two years from the date of the physical. Students must attend **every** class period the day of the activity in order to participate in extra-curricular activities on that day. Doctor appointments are accepted exemptions. Student athletes are required to pay a towel fee and purchase an activity card. If a student wants to be a manager for a high school sports team, he/she must not have any "D's" or "F's" on his/her report card during any grading period during that school year.

## **ATTENDANCE**

The entire staff at K.M.S. is 100% committed to achieving the requirements listed in the federal law "No Child Left Behind". Research has proven a direct correlation between school attendance and academic achievement. While parents/guardians are responsible for getting their child to school, the school has a responsibility to enforce the Idaho State Compulsory Statute (Law) requiring students between the ages of 7 - 16 to be in regular attendance at school.

**Excused Absence:** An absence where the school is notified.

**Unexcused Absence:** An absence where the school is NOT notified by a parent/guardian.

**Full and Half Day Absences:** A full day absence is recorded for a student who misses three or more class periods in a day. A half day absence is recorded for missing less than three class periods in a day.

**Administrative Excused Absence-:** Under special circumstances, the principal may allow for an administrative absence (E). These absences are still recorded as absences but do not count against the student for things where attendance is a determining factor (for example, incentive rewards, participating in an athletic event, etc.)

**Tardy:** Any arrival to school or a class up to ten minutes after the tardy bell is considered a tardy. When a student reports late to class because he/she was meeting with a staff member, the student should be given a pass from the staff member and the tardy will be removed from the student's record.

**Truancy:** A student is considered truant when he/she:

- is absent from school without parent permission
- leaves the school grounds without the knowledge and/or permission of an adult office staff member
- all truanancies will be reported to the principal for serious disciplinary action.

**Attendance Concerns:** After a student has accumulated five absences within a semester, the situation will be referred to the school principal. Letters will be mailed home when a student misses five, ten and fifteen days of school throughout the school year. If it is determined that there is not a legitimate excuse for the absences, the principal will meet with the student and make a parent contact. In most cases, an attendance contract will be created during this meeting.

More than ten absences in a semester or additional absences that occur after an attendance contract is established may result in a referral to local law enforcement—our school resource officer. Charges may be filed as a last resort to uphold the enforcement of the Idaho State Compulsory Attendance Statute (law). Extenuating circumstances with sufficient documentation will be taken into consideration.

**Semester Test Exemption :** Those students who have five or less absences per semester AND have a "C" or better in **EVERY** class for the semester will be exempt from having to take semester tests. Instead, these students will go on a reward field trip at the end of the semester.

## **BACKPACKS**

Students may carry their backpacks to and from school. Backpacks must be stored in the school lockers during the school day.

## **BEHAVIOR**

Good behavior in school is a necessary ingredient for maintaining a safe and orderly environment. Our school climate should reflect common sense, agreed upon principles of good character. While parents are the primary educators of character, we emphasize and model The Six Pillars of Character. They are:

- **Trustworthiness:** Honesty, integrity, etc.
- **Respect:** Treat others the way you want to be treated
- **Responsibility:** Be accountable for the consequences of your choices
- **Fairness:** Don't take advantage of others
- **Caring:** Be considerate, helpful and kind
- **Citizenship:** Do your part to make our community a better place

**The Refocus Plan:** Classroom behavior problems will be handled using the refocus plan as follows:

- 1) If the teacher observes inappropriate behavior in the classroom, he/she must ask the following questions:
  - a. Is the behavior preventing me from teaching?
  - b. Is the behavior preventing the student from learning?
  - c. Is the behavior preventing other students from learning?
- 2) If the teacher can answer "yes" to any one of those questions, a "prompt" or warning is given to the student and a refocus form is placed on the student's desk as a visual reminder.
- 3) If the teacher observes any other inappropriate behavior from the student after the warning was given, the student will be asked to "refocus" by filling out a Refocus Form. The form gives the student a chance to think about why his/her behavior was inappropriate and develop a plan to get back on task in the classroom

Other behaviors that violate classroom rules (e.g. chewing gum, coming to class unprepared, etc.) do not fit into the refocus plan since they are not disrupting the learning process in the classroom. Therefore, these types of classroom rule violations will be handled by individual classroom teachers and/or team of teachers.

**Refocus Plan Disciplinary Steps:** If the student goes two weeks without getting a refocus, he/she has a blank slate. Refocuses will continue to be added until the student can go two weeks without getting a refocus .

**Step 1** - On the second refocus within a two week period, a parent phone call will be made and a 30 minute detention with the teacher after school will be scheduled.

**Step 2** - On the third refocus within a two week period, a parent phone call will be made; a 60 minute detention with the principal will be scheduled. In this detention the student will write a three paragraph essay reflecting on his/her behavior and will discuss it with the principal.

**Step 3** - On the fourth refocus within a two week period, a parent/student meeting will be scheduled with the principal to create a behavior plan. The student will also be assigned a one day in-school suspension.

**Step 4** - Each additional refocus given after the fourth, within a two week period, will result in a parent contact and a referral to the principal for more serious disciplinary action and possibly referral to the school resource officer.

**Non-Compliance:** If at any point during the refocus process the student becomes disrespectful or argumentative to the teacher, he/she is considered non-compliant. The student will be immediately sent to the principal who will contact a parent/guardian and one morning of detention will be assigned from 7 a.m.- 8:15 a.m. If the student feels a refocus is unwarranted, he/she **should not** refuse to fill out the Behavior Log. Instead, the student should fill out the form as best he/she can and then politely ask the teacher for a scheduled time to discuss the situation.

**The following are some examples of behaviors which will result in serious disciplinary actions up to and possibly including expulsion:**

- The possession of weapons
- Vandalizing, damaging, and/or stealing school or private property
- Being in possession of or using any illegal substance, tobacco, and related paraphernalia such as pipes, matches, lighters, etc.
- Fighting and/or bullying
- Disrespect and/or insubordination to school officials

**Lost Privileges :** Students who have a behavioral problem resulting in an office detention or suspension will lose the privilege of attending any special event for two weeks following the behavioral incident. Examples of special events include socials, any trips where the students are leaving the campus, hobby day, etc. If the special event is happening during the school day, other academic arrangements will be made for that student at school.

**School Resource Officer:** The Kimberly School District and the City of Kimberly work together to provide a full-time police officer to be utilized by the district as needed. This police officer is called our school resource officer. While most problem behaviors are dealt with at a building level, the following is a list of issues where our resource officer would likely be involved:

- Habitual attendance concerns
- Incurable behavior (a refusal to change grossly inappropriate behavior)
- Threats of violence
- Fighting
- Weapons
- Vandalism
- Drugs
- All issues where a crime is believed to have been committed

**BELL SCHEDULE**

Period 1	8:25- 9:52	6 <sup>th</sup> grade lunch 11:56 – 12:32/ tardy 12:36
Period 2	9:55- 11:19	7 <sup>th</sup> grade lunch 12:01 - 12:36 / tardy 12:41
Period 3	11:22-11:38	8 <sup>th</sup> grade lunch 12:06 - 12:41 / tardy 12:48
Period 4	11:41- 1:45	
Period 5	1:48- 2:25	
Period 6	2:28 – 3:05	

**BEVERAGES** Students are allowed to bring water bottles only into the school unless packed into their lunch. No energy drinks or outside drinks of any kind are allowed.

**BUS SERVICES**

Riding a bus to and from K.M.S. is a service provided by the Kimberly School District. This **PRIVILEGE** may be revoked for disorderly conduct or unacceptable behavior. Students shall be under the authority of, and directly responsible to, the driver of the bus. Students are assigned a bus based on their address. It is unacceptable to ride a bus that is not your assigned bus. If a student misses the bus at the elementary school, he/she must get a bus pass at the KMS front office before getting on the bus at the high school. Should you need further information or if you have a

transportation problem, contact the Transportation Office at 423-4170 ext. 3306

### **CELL PHONES/IPODS/ELECTRONIC DEVICES**

- Cell phones and Ipods MUST stay in lockers during school hours – which includes the lunch hour.
- If students need to use a phone to contact a parent/guardian, they may ask the classroom teacher for permission to use the classroom phone.
- Students may use their cell phone and Ipods OUTSIDE the school building when school is over.
- During sporting events in the gym, students will be asked to go outside to use their cell phones in order to show respect towards those who are trying to pay attention to the game.
- If a student is using their cell phone or Ipod during school hours, it will be taken away from them and put in the office. The student may then sign for the phone/Ipod at the end of the school day. A second time of breaking the cell phone rule will result in a parent required to come sign for the phone from the office. If there should be a third time, the student will no longer be allowed to bring the phone/Ipod to school.

### **CLOSED CAMPUS**

K.M.S. operates as a “closed campus”. This means that students are required to remain on the school grounds from the time of arrival until school is dismissed. Any student leaving the school grounds, after arriving at school, must have obtained permission from office personnel prior to leaving campus. The student may be considered truant if prior permission is not obtained.

### **CLOSING OF SCHOOL: KLIX (1310 AM); KTFI (1270 AM); KEZJ (96 FM); KMVT (Channel 11); KKVI**

These announcements will be made by 6:30 a.m. or as soon as possible.

### **COUNSELING SERVICES**

K.M.S. students enjoy the benefit of guidance counseling throughout the school year. Students may visit their school counselor when they feel the need by completing a “Help Form” or, in an emergency, by stopping in at the main office for assistance. A “Bully Buster” form may also be filled out and given to either the counselor or the principal.

Our counselor can assist students by assessing their strengths and limitations, helping them develop positive attitudes, guiding students toward making suitable decisions, assisting in solving personal problems, and helping in the discovery of talents and abilities. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, exploration of career choices, assistance with course selections, information services, and referral assistance to other programs and services in the community. Parent permission is not required for a school counselor to speak with a student. However, if a school counselor feels the student could benefit from further individual/small group counseling, parent permission must be obtained. At the beginning of the school year, parents have the right to inform the school that they do not wish to have their child visit with the school counselor. Parents are encouraged to arrange conferences with the school counselor by calling 423-4170 ext. 3206.

Our major goal is to help each student be successful in our school and community.

### **DANGEROUS ITEMS**

For obvious reasons, firearms, explosives, smoke or fire- producing items, knives, or other weapons must NEVER be brought to school or on the bus. If a student wishes to use such an item for a class project or demonstration, he/she must obtain

authorization from the principal prior to bringing the item to school. Violations of this policy will result in severe disciplinary action including referral to the police. Students who knowingly and/or voluntarily possess, handle, transmit or use an instrument that can be considered as a weapon may be suspended or expelled. In compliance with the “Gun Free Schools Act”, any student who brings a firearm to school will be recommended for expulsion from school for a period of not less than one year. If a student accidentally brings a dangerous item to school, he/she should **immediately** turn it into the principal.

### **DRESS**

For the complete Kimberly Dress Code Policy, see the Kimberly School District website ([www.kimberly.edu](http://www.kimberly.edu)) . Any student attire that is considered disruptive to the educational process will not be allowed. The standard of dress applies to ALL school-sponsored activities. Students are to observe the following:

- No hat/cap or head attire is to be worn in the building (including sunglasses)
- No obscene or inappropriate messages or artwork on clothing
- No exposed midriffs, or excessively “sagging” pants
- No display of underwear (this includes bra straps)
- No tobacco, alcohol, and controlled substance related advertisement or markings on clothing
- No gang-related attire
- No bandanas
- No spaghetti string blouses/dresses, tank tops, tube tops, off the shoulder tops, half tops, halter tops, muscle shirts or tops with plunging necklines (no cleavage) or transparent (see-through) clothes.
- No pajamas, slippers, other sleep wear
- Visible body piercing, magnetic/glued jewelry on the face, eyes, arms, hands, tongue or feet is also prohibited. (Earrings are allowed)
- Spike, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.

### **EMERGENCY INFORMATION**

Every student must have an up-to-date emergency information sheet on file in the office. This sheet must be filled out at the time of registration. In case of illness or injury, it is vital for the school to have a **current** emergency number on file. When moving, changing address or phone number, inform the office immediately. It is important to put down the names individuals that might come to take your student out of school. If the name is not on the form, we will not allow the student to be taken without parent permission.

### **FIELD TRIPS AND EXTRA-CURRICULAR TRIPS**

Parents must sign a permission slip at registration to allow their child to attend any field trip. Students are required to ride on school transportation to any school-related functions. At the conclusion of the function, and if the parent is at the function, the parent may take their child with them **after they have spoken to the school official in charge at the function and signed a release.** There are no exceptions! Students are not allowed to leave the function with anyone but their own parent. The principal may grant an exception to this if the parent signs a written statement releasing the school of liability in front of the principal **24 hours in advance** of an event—**this is highly discouraged** .

### **FINES**

Students will be assessed fines for such things as over-due library books, lost books, lost or damaged textbooks, etc.

### **GANGS**

Kimberly School District has a “**zero tolerance**” policy concerning any type of gang activity. This includes clothing, grooming, and other behavior associated with gang

activity. Students who violate this policy are subject to disciplinary measures up to and including expulsion.

## **HOMEWORK POLICY**

### **Responsibility of Teachers:**

- Assure homework assigned provides practice of concepts already taught and performed in the classroom.
- Schedule major projects, such as research papers/projects and/or tests, among the core classes to insure that students are not burdened with too many assignments at one time. Communication between team members is vital.
- Break multi-step assignments (e.g. research papers/projects) into several smaller, manageable assignments.
- Monitor student work and contact parents when there is a concern.
- Use Open House to articulate the homework policy to the students and parents
- Allow for ample time during each class period so students can write down assignments in their agenda.

### **Responsibility of Students:**

- Fill out agenda each day in class
- Do homework on the night it is assigned. If questions or problems arise, ask for help from the teacher the next day.
- Take home the needed materials for that night, including your textbook, AR book, folder and/or worksheets

### **Responsibility of Parents:**

- Check your child's agenda daily
- Discuss the homework assignments for the evening and check in periodically to monitor progress
- **Check for completed assignments that your child should have**

Nightly Time Recommendations (based on recent research findings):

- 6<sup>th</sup> grade - up to **60 total minutes** per night
- 7<sup>th</sup> grade - up to **70 total minutes** per night
- 8<sup>th</sup> grade - up to **80 total minutes** per night

Because of the block schedule, a student who misses two school days will have only missed each class one time, therefore, parent requests for homework may be made AFTER two consecutive days absent. Please call the office by 10 a.m. on the third day. Homework may be picked up after 3:15 p.m. the same day. If there is no parent request for homework, it is the student's responsibility to obtain and complete the make-up work.. Students will have one day to complete and hand in homework for each day they were absent.

## **HONOR ROLL**

Students who earn semester grade point average of 3.0 - 4.0 will be recognized as an honor student. A list of all honor students will appear in the local newspaper.

## **INSURANCE**

School insurance will be offered at registration.

## **LIBRARY / MEDIA CENTER**

Student use of the library is encouraged and promptness and cooperation in return of the materials is essential to the effective use of the books and materials. A 10 cent fine is assessed per day for overdue books. Lost, stolen, or damaged books are the financial responsibility of the student who checks them out. Students are allowed up to three books to be checked out. Students with a fine of \$1 or ore will only be allowed to check out one book. Students with a fine of \$5 or more may not be allowed to check out any books until the fine is paid.

Students who have lost or destroyed books will not be allowed to check out any library material until they have taken care of their responsibility by paying to replace the destroyed or lost book. Restitution arrangements can be made with the principal if the student can't afford to pay.

### **LOCKERS**

It is the student's responsibility to keep their locker orderly and clean. No writing or stickers are allowed. Students do not trade or share lockers without permission from the office. Under no circumstances should a student give his/her combination to someone else. The school is not responsible for lost or stolen items. Replacement for broken locks or locker doors from being mishandled will be charged to the student.

School lockers are the property of Kimberly Public School and are subject to inspection by authorized school personnel. At no time does the Kimberly School District relinquish its exclusive control of lockers provided for the convenience of students. Periodically, general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

### **LUNCHROOM**

The lunchroom area is located at the elementary school. Breakfast is served between 8 a.m. to 8:20 a.m. daily at a cost of 75 cents. The cost for lunch is \$1.65.

After lunch, students are to exit the lunchroom using the west door. Students are not to remain in the elementary building or use the elementary restrooms. Students are allowed to use the middle school restrooms after receiving a bathroom pass from the adult on lunch duty. Students are to remain outside the middle school until their bell rings to enter the building. Students are not allowed to order food in from other locations without permission being obtained from the office in advance. Students choosing to bring sack lunch may eat in the courtyard at the picnic tables and must deposit their trash in the proper receptacles, or they will be expected to eat at the school cafeteria.

Free and reduced lunch/breakfast applications are available in the office. We encourage parents to complete this confidential form.

### **MEDIA**

Media coverage may be pursued for school events; therefore, students may be featured in the newspaper and television coverage. If you do not want your child photographed or identified in any way, please indicate your wishes at registration time on the registration form.

### **MEDICATIONS**

District policy prohibits schools from giving prescription medication to students except by written permission by the doctor who prescribed it. This permission form can be obtained from the office. The medication must be in its original container with the pharmaceutical label and the student's name, drug, dosage, and time to be given. Students are not allowed to keep prescription or non-prescription medicine in their possession. All medicines are to be kept in the main office. The only exception is inhalers for students with asthma as long as the front office is given a parent or

physician note.

Any over-the-counter medication (in original container) will require written parent/guardian permission indicating the name of the medication and correct dosage, prior to being administered by school personnel. This medication is kept in the office.

### **REPORT CARDS**

Report cards are handed out to parents during parent-teacher conferences which are twice a year (after 1<sup>st</sup> quarter and 3<sup>rd</sup> quarter). For those grading periods that do not include scheduled parent-teacher conferences (2<sup>nd</sup> and 4<sup>th</sup> quarter), the report card is mailed home.

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Under 60%

P = Pass

I = Incomplete (Must be completed within 2 weeks of the end of the quarter)

### **RESTROOMS**

If a student needs to use the restroom between classes, he/she needs to report or "check in" with the teacher of his/her next class and ask permission to use the restroom. The three minutes between classes is not intended for a restroom break but rather, is a passing time. Restrooms may be used during class with teacher permission and an authorized hall pass.

### **SEXUAL HARASSMENT**

Sexual harassment is a violation of a person's civil and constitutional right and a criminal offense in Idaho. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 as amended. It is the policy of Kimberly Public School to maintain a learning and working environment that is free from sexual harassment. The Kimberly Public School prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of Kimberly School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The school district will investigate all complaints, either formal, or informal, verbal or written, of sexual harassment and discipline any student or employee who sexually harasses.

Victims of sexual harassment should not try to ignore it or assume it is a joke or an accident. Victims should not blame themselves for someone else's bad behavior. Victims should say "no" to the offender. Make it clear that you do not approve of his/her actions and report the matter to the school principal.

### **SCHEDULING CHANGES**

All schedule changes must be approved by the counselor or principal. Changes will only be made in extreme circumstances and will always involve a parent contact.

### **SOCIALS**

K.M.S. schedules a few socials (dances) each year. Socials are only for 7<sup>th</sup> and 8<sup>th</sup> graders; 6<sup>th</sup> graders are not allowed to attend since there is a significant developmental difference between 6<sup>th</sup> and 8<sup>th</sup> graders. If any 7<sup>th</sup> or 8<sup>th</sup> grade student would like to invite a guest from another school, he/she must adhere to the following guidelines:

- Give name of the guest and his/her school name and grade to our school secretary by 3:30 p.m. the day before the social
- Contact will be made to the school of your guest and confirm that the student is in good standing at his/her school
- If the student is in good standing, our school secretary will give the K.M.S. student written permission for the guest to gain attendance. This written

permission, and a valid school picture activity card MUST be presented by the guest at the front door in order to gain admittance.

All students at the social (including guests) are subject to the rules of K.M.S. STRICT ATTENTION WILL BE GIVEN TO THE K.M.S. DRESS CODE!!! If a student displays behavior deemed inappropriate enough to be removed from the social, he/she will be required to make a phone call to his/her parent from the front office. The student will not be allowed to leave the school until the parent arrives to pick him/her up and will not be allowed to attend the next social.

Once a student enters the social, they are not allowed to leave the building until the social is over. Any student wanting to leave more than 30 minutes early will need to call a parent from the front office and verify the parent's approval with a staff member chaperoning the social. All socials will begin at 7 p.m. and end at 9 p.m.

### **STUDENT LEADERSHIP TEAM**

The purpose of the Kimberly Middle School Leadership Team is to provide leadership and vision to improve our school responsibly by representing the student body through personal values and cooperative decision making. Its purpose is to educate its members in the dynamics of leadership, public service, and civic action. The Kimberly Middle School Student Leadership Team is a student-centered network through which student leaders representing Prime-Time classes, learn and serve, speak and act.

General Student Leadership Team consists of one representative from each Prime Time in grades 6-8. Membership to the General Leadership Team is open to application and nominations within the first two weeks of school. Membership criteria: a) 2.5 GPA; b) A desire to be in a leadership position; c) Able to honor and promote the Pillars of Character.

Students who are interested in the Executive Student Leadership Team will need to have 1 year prior experience on the General Student Leadership Team. The General Student Leadership Team will select for the following year, two 8<sup>th</sup> grade students and two 7<sup>th</sup> grade students to be members. These selections will take place the last two weeks of school.

### **SUSPENSION**

In-school and out-of-school suspensions will be assigned to students who have demonstrated a more serious behavior problem. Students serving an in-school suspension are to report to the office immediately upon their arrival to school. In-school suspension lasts until 3:05 p.m.

Students out-of-school suspended must stay off of the school grounds during the specified duration of the suspension. On the day the student returns to school, he/she MUST immediately report to the principal's office. The principal will meet with the student and make sure he/she is ready to have a productive day of school. All work missed during an out-of-school suspension may be made up. The student has the responsibility to obtain any missing assignments and turn them in on time (allowed one day for every day out-of-school suspended).

### **TELEPHONE**

The office phone is primarily meant to be used only by office staff members. If a student is ill and would like to call home, he/she will need to ask an office staff member for permission to use the phone. Students DO NOT use classroom phones to call home for illness. Except in emergency situations, students will not be called

out of the classroom to take a phone call. Cell phones must remain in student's lockers and cannot be used during school hours. **AFTER** school, they may be used **outside the school building**.

### **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. It is the student's responsibility to maintain and care for the books and to return them at the end of the year in acceptable condition. Students will be assessed damage/replacement costs for lost or damaged books.

### **VIDEO SURVEILLANCE**

The K.M.S. School Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and locations as deemed appropriate by the superintendent. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action.

Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **VISITORS**

All visitors must check in with the front office and pick up a Visitor's Pass which is to be worn for the duration of the visit. K.M.S. does not allow students not enrolled in K.M.S. to visit the school on any school day.

### **WITHDRAWALS**

Students planning to withdraw from K.M.S. or transfer to another school or district need to begin the withdrawal process in the office. All books and materials checked out to the student must be returned to the teacher or the library. All fines must be paid prior to the student officially withdrawing.

### **YEARBOOK**

The school year will be captured in a memory book that is designed by the yearbook staff. These books are available for purchase during registration and then again (at a slightly increased price) later in the year.